

# City Secretary

Fiscal Year 2015 - 16

## Boards and Commissions, Elections

The State of Texas:

County of Collin:

City of Wylie :

Notice is hereby given that at

the City Hall, in Wylie, Collin County, Texas,

A D 1936, the same being the first Tuesday in

purpose of electing A MAYOR, A MARSHALL, A CI

in and for the City of Wylie.

J. A. Pitts has been appoin

election and he shall select two judges an

holding the same, and said election shall

for holding other elections, and within

Said election was ordered

hold at the City Hall in said

Witness my hand and of

February A D 1936.

Attest:

City Secretary.

## NOTICE OF ELECTIO

STATE OF TEXAS  
COUNTY OF COLLIN  
CITY OF WYLIE:

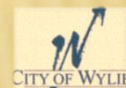
WHEREAS the City Council of the City of Wylie, Texas, deems it advisable to issue bonds of said city for the purpose hereinafter men-

THEREFORE BE IT ORDERED BY THE CITY COUNCIL, of the City of Wylie, Texas, that an election be held on the 29th day of September, A. D., 1936, at which election the following proposition shall be submitted:

SHALL THE CITY COUNCIL OF THE CITY OF WYLIE, Texas, be authorized to issue BONDS of the City of Wylie, Texas, in the sum of Thirty Five Thousand (\$35,000.00) Dollars payable serially, and bearing interest at a rate not to exceed four and one half (4 1-2) per cent per annum, and with a maturity date of a period not to exceed twenty five (25) years, for the purpose of constructing permanent improvements, to-wit: an ELECTRIC LIGHT AND POWER PLANT AND DISTRIBUTION SYSTEM IN AND FOR SAID City of Wylie, Texas.

BONDS AND INTEREST TO BE PAID OUT OF THE REVENUE OF THE LIGHT AND POWER PLANT AND AT NO TIME TO BECOME A GENERAL OBLIGATION OF THE TAXPAYERS OF THE CITY OF WYLIE, TEXAS.

The said election shall be held at the City Hall in the City of Wylie, Texas, and the following named persons are hereby appointed: Attest: Wright, President



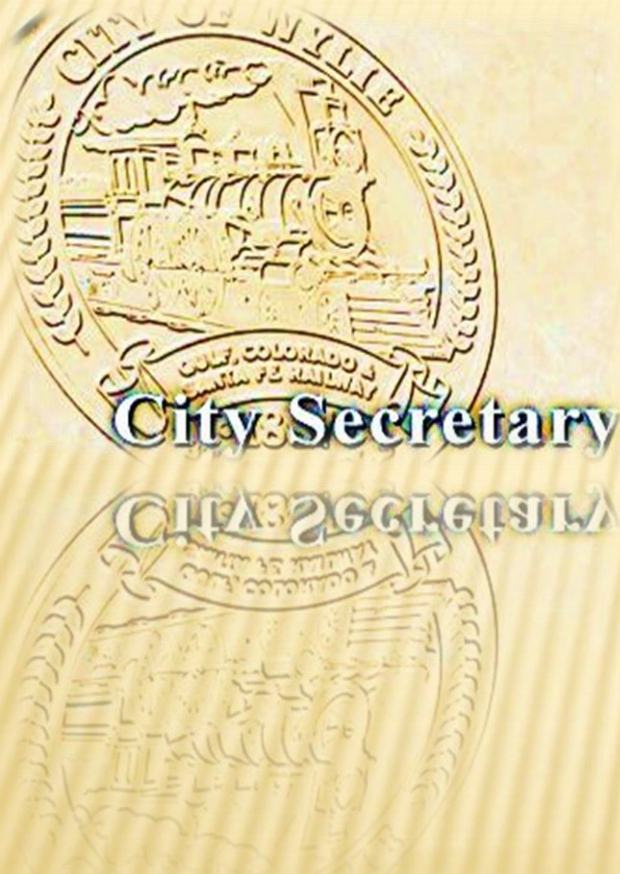
CITY OF WYLIE

Agendas, Minutes, Ordinances, Resolutions, Public Information Requests  
Records Management, Code of Ordinances



# City Secretary Office

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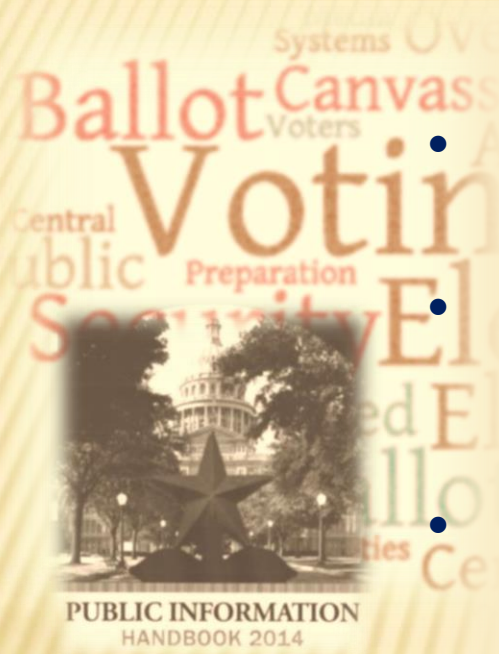
The City Secretary is the chief election official and the Official Records Management Officer for the City of Wylie. Open Records requests generate through the City Secretary and are accounted for as to their timeliness. This office compiles applications for all City Boards and Commissions and arranges for the interviews, using innovative ways to engage citizens and improve the application process. The office generates Council information, including the bi-weekly agenda packets and special called meetings. The office is responsible for ensuring compliance with state and federal laws related to open records, open meetings, elections, ethics training, and public notices.

# City Secretary Office

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## Accomplishments for FY 2014/2015:

- Completed the 2015/2016 Boards and Commission appointments and installations with a large number of board applicants.
- Provided training to all Board and Commission members in Open Meetings, Public information, Conflicts of Interest, Local Government Code 171 and 176, and City of Wylie Code of Ethics.
- Provided and administered the 2015 General Election and the Special Runoff Election, utilizing ethical standards for all candidates; insuring the election is held with security measures in place and providing bi-lingual clerks at all polling places.
- Provided electronic storage and staff assistance in Laserfiche for City documents. Currently there are 942,744 pages in the system.
- Processed and closed about 375 public information requests



In the name and by  
the authority of  
**The State**  
**of Texas**  
**OATH OF OFFICE**



# City Secretary Office

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## Records Management ELS

- Laserfiche Avante
  - Manages all organizational content throughout its life cycle, including acquisition, filing, access control, routing (using workflow), and archiving.
  - Digital signatures
  - Web Access
- Laserfiche Forms
  - allows the City to collect, process, and route information more efficiently
  - Allows citizens to fill out forms and submit them from their home computer, smart phone, or tablet

### Records Management

- Fully integrates DoD 5015.2 federally certified records management
- automates state record retention information for internal users

# City Secretary Office

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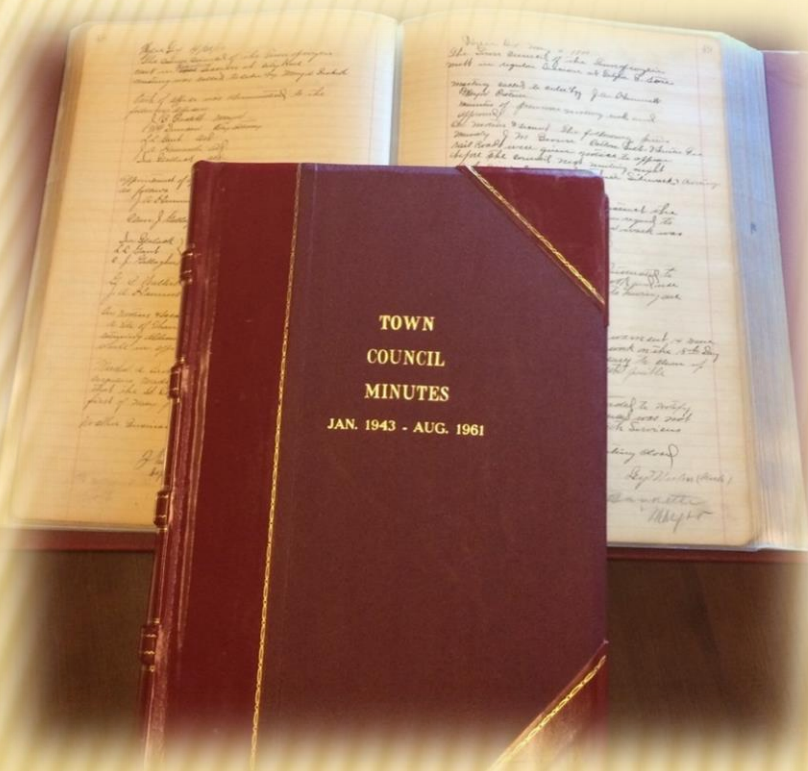
## Historic Minute Books

### Accomplishments:

- Our office has completed two of the three historic minute books from the 1900's. Facilitated by Kofile, Inc. pages were cleaned and sealed for archival retention.

### Goals:

- The office requests to complete the third and final historic book in FY2015/2016.

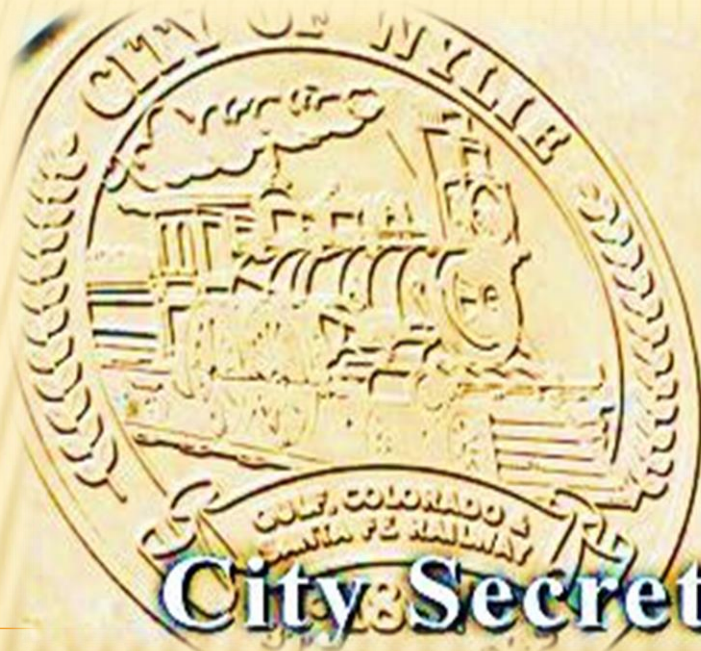




# Thank You

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*City Secretary Office Fiscal Year 2015-2016*



**City Secretary**

**CITY SECRETARY**

